



Frequently Asked Questions (FAQs) – Permit Applications

Frequently Asked Questions regarding Permit Applications:

How can I tell if my property or project site is located within the City of Las Vegas?

You can determine if your property or project site is within the City of Las Vegas with the City of Las Vegas Interactive Map, <http://major.lasvegasnevada.gov/website/clvcamps/viewer.htm>. You can search by address, parcel number, owner name, or by intersection. If you need assistance with the Interactive Map, please call the Building & Safety Information Counter at (702) 229-6251.

I have a several permit applications (up to five) to submit. What are my options for submitting them?

In Person: The information counter will start processing of the applications, however, if a line forms and people are waiting for assistance, you will be directed to back office staff to submit your applications.

Drop off: Leave the applications in the basket located at the Information Counter. In order to submit by drop off, you must have **4 or more** applications at time of submittal. A cover sheet with your contact information and the number of permits requested is also required.

By Fax: In order to submit by fax, you must have **4 or more** applications at time of submittal. A cover sheet with your contact information and the number of permits requested is also required. Please fax your applications to:

(702) 474-7369

How do I cancel or void my permit application(s)?

If you would like to void or cancel a permit application due to a duplicate request, please be aware that there will be a **\$5.00 cancellation** fee on **each** hard card that is voided or cancelled due to duplication. It is the **contractor's responsibility** to check job addresses for previous submittals.

How do I request a refund on my permit application?

Refund requests must be made by the person/company that **paid** for the application and have an **ORIGINAL** signature. The request must be submitted on the Building & Safety Refund Form, which can be accessed from the City of Las Vegas website: www.lasvegasnevada.gov or by clicking on the following link <http://www.lasvegasnevada.gov/Apply/20801.htm> and selecting the Refund Form. If you need assistance navigating the website, please call the Building & Safety Information Counter at (702) 229-6251.